



RIO GRANDE BOTANIC GARDEN GARDEN RAILROADER JOB DESCRIPTION 2006

GENERAL PURPOSE

The objective of the Garden Railroader is to operate the Botanic Garden G-scale train and to answer the public's questions about the various trains in operation.

GENERAL REQUIREMENTS

Anyone 18 and over, is eligible to become a Garden Railroader. All interested volunteers must go through training. Garden Railroaders will interact with the public; therefore, a friendly attitude, good communication skills and ability to answer general BioPark questions are vital. Volunteers must be comfortable with the mechanical operation of the trains as well. This position will require a considerable amount of walking and/or standing. As a safety precaution, adults over 18 years are required to submit to a security check before they can begin volunteering.

MINIMUM TIME COMMITMENT

One shift per month. During the summer, the railroad operates from 10:00am-4:00pm daily, and you are welcome to work during those times. Hours of operation vary during other seasons. Working a regular weekly shift is highly encouraged. A minimum of 36 hours a year is required in order to receive recognition. (If railroaders are active in other BioPark Education volunteer programs and fulfill those minimum requirements, the minimum requirement is 24 hours a year to be recognized as a railroader.)

DUTIES

The Garden Railroaders will work in the Botanic Garden, around the railroad tracks and the "train house." These volunteers will provide added value to the visitor's experience by sharing details about the trains and G-scale railroad system. General duties include: operation of trains from the roundhouse, placing trains back on tracks when a derailment occurs, notifying garden staff if any problems occur with trains, tracks, or village scenes, answering visitor questions about the train system and/or the BioPark in general. Questions regarding the plants should be directed to Botanic Garden Docents roaming the grounds or to garden or education staff.

Scheduling is the responsibility of the Garden Railroaders. If a substitute is needed, it is the Garden Railroader's responsibility to call and find a substitute. Education staff should be kept informed of any schedule changes. All volunteers sign-up for shifts in the communications room in the AQ/BG Education Building.

TRAINING

Training to become a Garden Railroader begins with an orientation led by the Botanic Garden Education Coordinator; it will provide an overview of volunteering at the BioPark. Logistical training is completed on-the-job. The new Railroader is paired with an experienced one who acts as a mentor, training them in the operation of the train and procedures for the volunteer position.

**TANGIBLE
BENEFITS**

Upon completion of training, Garden Railroaders receive a volunteer ID pass, which allows free access to the aquarium/botanic garden and zoo. Railroaders also receive a discount at the food and gift concessions. All volunteers are encouraged to attend the monthly Brown Bag seminars. Garden Railroaders are invited to monthly communication meetings in the AQ/BG Education Building on the first Thursday and first Saturday of each month at 11:00am. Current BioPark happenings are discussed as well as relevant AQ/BG information.

UNIFORM

Garden Railroaders wear any combination of the following colors: brown, beige, white or black. Jeans, cutoffs or short-shorts are not considered appropriate. Each Railroader will also be expected to wear a bandana to signify their connection to garden train operation/education. The bandana can be worn in any fashion on the volunteer, i.e. around the neck, cascading out of a pocket, in the hair, etc. The BioPark will provide the bandana and they will be kept in the volunteer room to be checked out for each shift.

ORGANIZATION

All Railroaders report directly to Amy Henderson, BG Education Coordinator. The Education Coordinator reports to the BioPark Education Curator, Bill Aragon. Helga Gonzales, AQ/BG Education Clerk, is available to assist on a daily basis.

CONTACT

For more information, contact BioPark Education, 764-6245.
Albuquerque BioPark Education
2601 Central Ave NW
Albuquerque NM 87104

**RIO GRANDE BOTANIC GARDEN
GARDEN RAILROADER 2005
VOLUNTEER JOB APPLICATION**



Today's Date: _____

Name _____

Address _____ City _____ State _____ Zip Code _____

Day Phone _____ Evening Phone _____ Email _____

Are you over 18 years old? ☐ Yes ☐ No If under 18, how old? _____

In case of emergency:

Name	Phone Number	Relationship
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How did you find out about becoming a Garden Railroader?

How much time do you anticipate you can volunteer per week?

Why do want to be a Garden Railroader? (This is important to us so that we can meet your expectations).

Please Sign Back

**RIO GRANDE BOTANIC GARDEN
GARDEN RAILROAD VOLUNTEER
CONTRACT/RELEASE**

I have read the Rio Grande Botanic Garden Railroad job description, and understand the responsibilities of becoming an Albuquerque Biological Park Garden Railroader. I am willing to enter into an agreement with the City of Albuquerque, Albuquerque Biological Park, and commit to donating at least 36 hours of my time to the Rio Grande Botanic Garden. In return, I will be given on-the-job training and free access to the Albuquerque Aquarium/Rio Grande Botanic Garden/Rio Grande Zoo while I am an **active** Garden Railroader.

I agree that I shall be responsible for any injuries or damage incurred by me while performing volunteer services at the Albuquerque Biological Park. The City will, however, be responsible if I am injured and the injury is caused by the sole negligence of the City or its employees. I agree that I will consult with my physician and insure that any inoculations recommended are maintained in a current status.

I understand that the City will hold me responsible for any damage to property of the City or property belonging to third parties if the damage is caused by my negligent conduct. Likewise, I understand that the City will hold me responsible for all injuries sustained by persons when the injury is caused by negligent conduct. I understand and agree that I shall be expected to pay for damages or injuries caused by my negligence.

I understand that this volunteer contract may be terminated at any time by either myself or the Albuquerque Biological Park without cause. In such event, any programs and educational materials that I have developed will remain the property of the Albuquerque Biological Park.

RIO GRANDE BOTANIC GARDEN RAILROAD MEMBER

Printed Name

Address

City

State

Zip

Signature

Date

Mail application, contract/release and background check forms to:
Albuquerque BioPark Education
Cathy Wylie
903 10th Street SW
Albuquerque NM 87102

OFFICE USE: NMSO PASS / NO PASS _____Date _____Initials